

## **Section 4 Bidding Forms**

### **Technical Proposal Submission Letter**

**To: Ethiopian Postal Service Enterprise**

Ladies/Gentlemen,

We, the undersigned, offer to provide our services for Financial reform and Integrated Financial and Human resource Information System software in accordance with the invitation to bid and our proposal. We are here by submitting our proposal, which includes this Technical Proposal and the Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand that you are not bound to accept any proposal you receive

We remain,

Sincerely yours,

**[Authorized Signature]**

**[Name and title of Signatory]**

Address

***Note to Bidders:** This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder. It should be included by the Bidder in its bid.*

**Bid Submission Sheet**

Date: **[insert date (as day, month and year) of bid submission]**

Procurement Reference No: **[insert Procurement Reference number]**

To: **[insert complete name of Procuring Entity]**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: **[insert the number and issuing date of each Addenda]**;
- (b) We offer to provide the services in conformity with the Bidding Document for the **[insert a brief description of the Services]**;
- (c) The total price of our Bid is: **Ethiopian Birr [insert the total bid price in words and figures]**; This amount is exclusive of local taxes which we have estimated at **[insert amount in words and figures]**;
- (d) Our bid shall be valid for a period of **[specify the number of calendar days]** days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a Contract Security in accordance with the Bidding Document where required in the amount of Ethiopian Birr **[insert amount in words and figures of the contract security]** for the due performance of the Contract;
- (f) We, including any associates, Joint Venture partners or Sub-consultants for any part of the contract, have nationals from eligible countries **[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a Joint Venture, consortium or association, and the nationality of each subcontractor]**;
- (g) We are not participating, as Bidders, in more than one bid in this bidding process;
- (h) Our Bid is binding upon us, subject to modifications agreed during any contract negotiations;
- (i) We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

Name: **[insert complete name of person signing the Bid]**

In the capacity of **[insert legal capacity of person signing the bid]**

Signed: **[signature of person whose name and capacity are shown above]**

Duly authorized to sign the bid for and on behalf of: **[insert complete name of Bidder]**

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ **[insert date of signing]**



## Qualification Form

<b>Name of Bidder:</b>	
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1. The work performed providing Services of a similar nature and value over recent years is: **[List also details of Services under way or committed, including expected completion date.]**

No	Name of Client and Contact Person and telephone	Type of Work Performed	Duration and Dates of Contract	Value of contract

2. The major items of equipment proposed for carrying out the Services are:

Item of Equipment	Description, make and age (years)	Condition (new, good, poor) and number available	Owned, leased, or to be purchased

3. The qualifications and experience of key personnel proposed for administration and execution of the Contract are: **[Attach biographical data.]**

Position	Name	Years of Experience (general)	Year of Experience in proposed position

5. Additional qualification information can be attached, as required. We, the undersigned, declare that

- (a) The information contained in and attached to this form is true and accurate as of the date of bid submission:

Or **[delete statement which does not apply]**

- (b) The originally submitted pre-qualification information remains essentially correct as of the date of bid submission.

Signed: **[signature of person whose name and capacity are shown below]**

Name: **[insert complete name of person signing the Qualification Form]**

In the capacity of **[insert legal capacity of person signing the Qualification Form]**

Duly authorised to sign the Qualification Form for and on behalf of: **[insert complete name of Bidder]**

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ **[insert date of signing]**